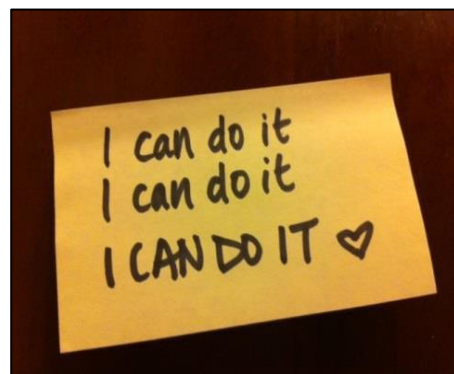
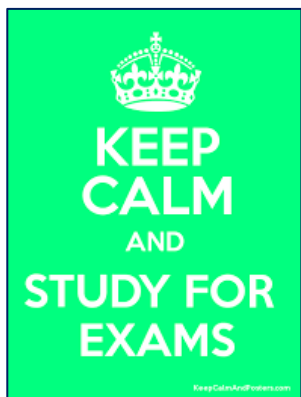




Information for Candidates taking GCSE examinations

Summer 2024



INSTRUCTIONS FOR GCSE

1 September 2023 – 31 August 2024

This is a guide to all the practical things you need to know on the days you take your exams. It's The Dorcan Academy specific guide, taking into account the requirements of the Joint Council for Qualifications (JCQ - the body that ensures consistency between the regulations of most of the examining bodies).

Please read the instructions carefully.

CONTENTS

p3-7	The Dorcan Academy-specific instructions
p8	JCQ guidelines on using calculators
p9	JCQ guidelines on the use of social media
p10-11	JCQ Instructions for written exams
p12	JCQ "No Mobile Phones" notice



Happiness is ...



... having finished
all of your exams!



INSTRUCTIONS FOR GCSE CANDIDATES

I. Follow the instructions



Firstly, the **examination boards** have a very detailed set of requirements which exam centres have to follow. These requirements mean that centres like ours can run exams in a way that is fair to all candidates, so that students sitting their exams here or at any other centre all get the same opportunity to do their best. The instructions in this booklet are what we ask you to do to ensure we meet those requirements.

Secondly, you must follow any instructions given on the day by any of our **invigilators**. They are experienced professionals who are trained to run your exams.

Thirdly, **School Rules** still apply when you come in to take exams.

Thank you in advance for your cooperation: everyone at The Dorcan Academy will be wishing you well.

2. Know your timetable

It's easy to get times and rooms wrong if you don't check. Read your personal timetable carefully, and especially check you know whether an exam is in the morning or in the afternoon. Don't rely on a friend doing the same exam to tell you where and when your exam is – you may well be in a different room, and (occasionally) you may even be sitting an exam at a different time. Remember that we have a 'contingency day' on Wednesday 26th June so you will need to **remain available until then** in case any of your exams are moved onto that day. (Once you have finished all your exams you are free to go.)



3. Bring the right equipment

Because your exam work will be scanned, you have to write your answers in black ink, so make sure you have black ballpoint pens (we don't recommend pens which need to be refilled with ink). Also bring pencils, a rubber and a ruler for all written exams.

For Mathematics and Science papers you may also need a protractor, compasses and a calculator (see page 8 for JCQ's rules about calculator use, and check in advance with your teacher).



Green and red pens are definitely not to be used to write your answers. They won't scan properly, and examiners will need these colours to mark your work!

(See also point 12 below).

4. Don't bring unnecessary or unauthorised items

The exam boards are very clear about what you're not allowed to bring into the exam room, and **very strict in dealing with anyone who ignores their requirements.**

See JCQ's "Information for candidates" (p10-11 of this booklet) and the "No Mobile Phones" notice (p12). See also the "Warning to Candidates" notice outside all exam rooms.

Do not bring a mobile phone, iPod, data storage device or any product with text/



digital facilities to the examination room. Possession of (for example) a mobile phone after the exam has started, whether or not you intend to use it **we must, as an examination centre, report this to the exam board,** and you are **likely to be disqualified** from that paper and possibly other papers.

All watches are prohibited items.

The JCQ regulations state that **"possession of unauthorised material is breaking the rules, you do not intend to use it, and you will be subject to penalty and possible** **Thi**
is not an empty warning: exam boards mean what they

You are allowed to bring your pens and pencils in a small transparent bag or a completely transparent pencil case - any other type of pencil case/box/bag is not permitted.

Items like notes, cards, papers, packets of tissues, calculator instructions, Maths sets in tins, pencil sharpeners with lids or calculator cases with formulae are **prohibited items.** Make sure you don't have anything written on your hand/wrist etc. as this will be considered as a note.

The invigilator will remind you to hand in prohibited items before the exam; these will normally go to the Exams Office, and it is your responsibility to reclaim them afterwards.



Please note: Certain items need **not** be handed in, such as keys, money or your exam timetable (*but only as long as these are 'clean' and have nothing written on them*).

You may bring a bottle of **water**, as long as **the bottle is transparent and without a label:** examples are shown on the left of what is allowed () and what is not allowed (). And please don't drink so much before and during the exam that you need to request a toilet-break: you will lose time, and it

may disturb others.

NB: If you are word-processing an examination, the School will provide a blank memory stick to transfer your work from your work-station to the printer. You are not allowed to use one you have brought in yourself.

5. Wear uniform

It's a School Rule that you must come to examinations dressed as for a normal School day. That means, *this applies even on a "non-uniform" day.*

6. Sit in the right place

In the exam room, go straight to the desk which has **a card with your photo, candidate number, and legal name** on it.

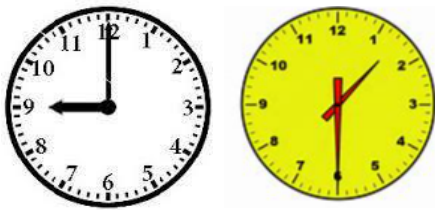
You may NOT write anything on the front of your paper until specifically told to do so. When you are instructed to do so, you must write your **legal name** on all the work you submit, **exactly as printed on the card on your desk.** (If you're Izzie or Sam, but legally you're Isabelle or Samuel, you must write Isabelle or Samuel.)

You must not open your exam paper until the invigilator tells you to start.

7. Know your numbers

You will need the Centre Number and your own Candidate Number. You will write them on every exam you do. The **Centre Number** is **66515** – we will display this on the board in each room.

Your four-digit **Candidate Number** appears on your Statement of Entry, on your exam timetable and on the exam card on your desk – please learn it.



8. Start times

Morning papers start at 9.00 am. Afternoon papers start at 1.30 pm.

You must be waiting in the right place *fifteen minutes before*, i.e. 8.45 am or 1.15 pm.

Almost all exams will start at or very close to the official time, but occasionally, a “clash” of exams may mean that an exam starts at a different time. If this happens, you still need to wait in the right place fifteen minutes before the actual start time.

9. Absence

It goes without saying that you should make every effort to attend, because if you miss an exam, that's it – you've missed it. But it does happen.

If you cannot sit a paper because of illness, accident or other good cause, telephone the School (01793 525231) as soon as possible. For Special Consideration to be processed, you must obtain supporting evidence (e.g. a doctor's note) **immediately** and send or deliver it **directly to the Examinations Office without delay.**

If you are not going to attend ANY exam on your timetable whatever the reason you **must** phone or e-mail the Exams Office as soon as you know you're not coming, however close to the published start time. If you don't, we'll be chasing you unnecessarily, and you will be holding up the other candidates who are waiting to start.



10. If you're late for an exam

The bottom line is: **if you're not there at the scheduled start time, the examination will start without you.**

If you don't arrive for the start of a paper, we will try to contact you using your usual telephone numbers. There is little we can do if you are not available on any of these numbers.

We are not obliged to allow you to take the examination if you are late, nor are we obliged to allow you the full time allowance. The exam board may not accept your work. For certain papers (e.g. listening comprehension), you will not be admitted if you are late.



11. Silence

Silence is a requirement the whole time you are in the exam room.

Also, you must be silent when you are called in to the exam room, and you must also *remain silent until you have left the vicinity of the examination rooms* at the end of your paper, as other exams may still be going on. Be aware that the exam room door may be open for some time after you have left if several candidates are leaving.



12. Where to write your answers

The question paper will have detailed instructions, including where to do your work. Essentially, you write your answers in the official answer books or on supplementary sheets if needed, unless the answers are to be written on the question paper itself.

Unless otherwise stated, answers **must be written in black ink (ballpoint pen is recommended)** on both sides of the paper. Coloured inks and pencils may be used only for diagrams, etc. You must, especially, **not** write in red ink or green ink anywhere on your script. You must not use erasable pens, highlighter pens or gel pens on your script, although you may use them to highlight parts of the question paper if it helps you. Reading pens and blotting paper are not allowed.

Do not waste space in the answer book. Start your answers on the first page and, unless told otherwise, leave a space (one or two lines only) and draw a line between answers.

Do not make any marks on mathematical and scientific formula books: they will be used again.

All **rough work** must be done in the official answer books or on the supplementary sheets and neatly crossed out (don't make it totally illegible, as it is sent to the examiner).

'Tipp-Ex' and similar correcting fluids, correcting pens and correcting tape are not allowed.

Word-processing

If you are word-processing, fill in your details on an answer book or question paper whether or not you write any notes or answers in there: it is sent off with your typed work. The Word template is designed to produce work in the format that exam boards require – i.e. double-spacing and 12-pt font, so do not change this, and fill in your details in the header.

Save your work regularly onto the laptop. When you wish to print, save it to the memory stick you have been given (see *point 4 above*), you will need to wait be escorted to the exams office where your work will be printed. Before you go, you will be asked to sign each page of your printed work confirming that it is complete, and all your own work.

13. Separate desks

The exam boards specify a minimum distance by which desks have to be separated. This is of course to prevent anyone else being able to see your work, but you must also be careful **not to put your answers in a position where they could be visible to another candidate.**

14. Call the invigilator

If you need to attract the invigilator's attention (e.g. if you think you have the wrong question paper, or you need graph paper or a supplementary sheet), raise your hand. If you have any problems in the exam – for instance if you are ill, or feel something is wrong – you must tell the invigilator **at the time of the exam.**

You must never call out or leave your seat.

Invigilators will not give you any paper for rough work (this also applies if you are word- processing). Don't ask for a supplementary sheet until your answer book is nearly full.

15. Starting and finishing

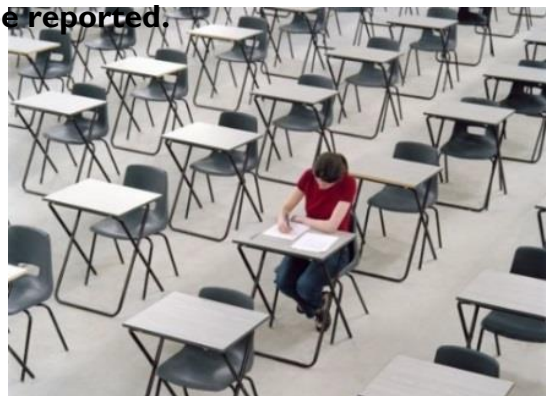
Start and finish times will be clearly displayed at the front of the room. So that everyone knows exactly how much time has gone and how long is left, **always go by the time given by the clock in the room.**

Keep an eye on the clock, especially near the end – in JCQ exams, you won't be given warnings as to how many minutes are left.

Very important:

You must stop writing immediately when told to do so by the invigilator, even if you are in the middle of a sentence, or in the middle of a word. If you write anything after being told to stop, this is malpractice and will be reported.

The invigilator will give you time to complete any headings, including on any supplementary sheets, and (if the exam board requires this) to attach any supplementary sheets or graph paper with a tag (provided). The invigilator will collect the scripts and the question papers before dismissing you. You are not allowed to take any paper, formula books, etc. out of the exam room. You must remain silent while you are in the exam room. When you have left the



room, please resist the temptation to chat about the exam until you are well away from the building: we know you will be excited at having finished an exam, but *there may well be other candidates who are still sitting exams.*

You won't be allowed to hand your work in or leave the exam room earlier than the official end of the exam.

Although it may well take less time to finish an exam than the time given, it disturbs those who are still working if candidates leave before the scheduled finish time. The only exception is if you have extra time – you still have to stay until the *regular scheduled finish time*, but you don't have to take the full amount of *extra* time if you've already finished and if the invigilator decides that others won't be disturbed by your leaving.

16. Plan ahead



Before going home after an exam, think ahead. It's always a good idea to check you know when and where your next exam is due to take place.

JCQ Guidelines: Using calculators

Source: JCQ *Instructions for Conducting Examinations 2023-2024*



Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<p>Calculators must be:</p> <ul style="list-style-type: none">• of a size suitable for use on the desk• either battery or solar powered• free of lids, cases and covers which have printed instructions or formulas	<p>Calculators must not:</p> <p>be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none">• language translators• symbolic algebra manipulation• symbolic differentiation or integration• communication with other machines or the internet <ul style="list-style-type: none">• be borrowed from another candidate during an examination for any reason• have retrievable information stored in them <p>This includes</p> <ul style="list-style-type: none">• databank• dictionaries• mathematical formulas• text <p>An invigilator may give a candidate a replacement calculator, <u>if one is available</u></p>
<ul style="list-style-type: none">• The candidate is responsible for the following:• the calculator's power supply• the calculator's working condition• clearing anything stored in the calculator	

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

JCQ Guidelines : Social media

Source: JCQ Information for Candidates -Social Media 2023-2024



Information for candidates

Using social media and examinations/assessments This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates: Written examinations

Effective from 1 September 2023



This document has been written to help you.
Read it carefully and follow the instructions.

A Regulations – Make sure you understand the rules

1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device, AirPods or earphones/earbuds. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to hand it in.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write or draw inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

These guidelines, and further information for candidates, are on the JCQ website:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

AQA

City & Guilds

CCEA

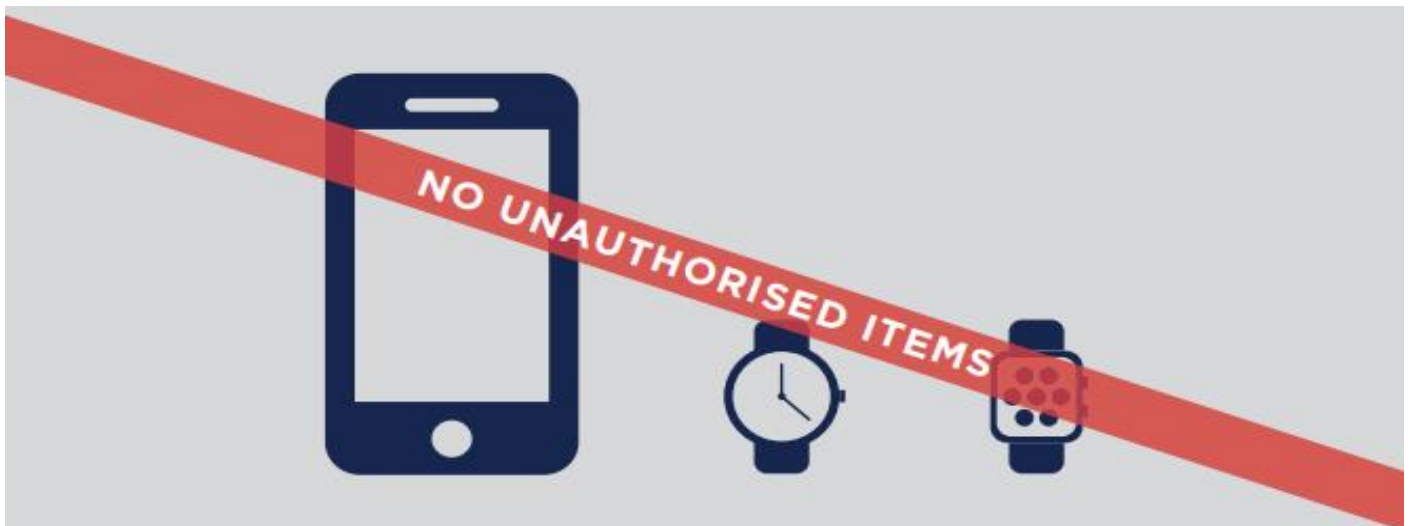
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO
POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF
INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.